

**AIR BASE OPERABILITY (ABO) TRAINING
Combat Readiness Training Center (CRTC)**

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.

2. Authority. AFI 10-series of Air Force and Air National Guard (ANG) directives contain USAF and command policy and procedural guidance for the CRTC Air Base Operability Training work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*.

3. Applicability. This standard applies only to Volk Field ANGB, Camp Douglas, WI. This standard applies to peacetime operations only.

4. Standard Data:

- a. Classification. Type III.
- b. Approval Date. 7 November 1994.
- c. Man-Hour Data Source. Operational Audit (historical record and technical estimate technique).
- d. Standard Man-Hour Equation. $Y = 820.2 + 413.1X$.
- e. Workload Factor:
 - (1) Title. An Air Base Operability Exercise.
 - (2) Definition. Monthly average of exercises performed.
 - (3) Source. CRTC/ABO monthly training schedule, maintained by the Air Base Operability section.

5. Application Instructions:

- a. The valid man-hour range for this ANGMS is 890.87 through 1484.78.
- b. This ANGMS is appropriate for use with all peacetime military man-hour availability factors.
- c. Determine the whole manpower requirements for this work center by substituting the appropriate workload value in paragraph 4e for the X value in the man-hour equation in paragraph 4d. The resultant number will be divided by the current military man-hour availability factor which will produce fractional manpower requirements. Use the fractional manpower table provided by ANG/MPME to determine requirements.
- d. Refer to attachment 2, AF Form 1113, Standard Manpower Table, to determine specific Air Force specialties.

6. Statement of Conditions. The conditions listed below had no effect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- d. Safety considerations.
- e. Aircraft turn-around time.
- f. Length of waiting periods.
- g. Levels of backlog.
- h. Hours of operation.

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OFFICIAL

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- 2 Attachments**
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION**Air Base Operability Training
Combat Readiness Training Center (CRTC)****DIRECT:****1. MANAGEMENT:**

1.1. FORMULATES THE DEVELOPMENT AND EXECUTION OF THE AIR NATIONAL GUARD READINESS AND SURVIVABILITY EXERCISES AND UNIT TRAINING. Formulates the development, acquisition, budgeting, and management of personnel, equipment, and funds for execution of the readiness.

1.2. DIRECTS TRAINING. Directs the implementation of an integrated training exercise to include all functional areas of Operations, Maintenance, and Base Operating Support.

1.3. COORDINATES TRAINING. Coordinates a program and schedule of training for the total force.

1.4. DEVELOPS STAFFING PROPOSAL. Develops required staffing proposal for exercise training and cadre.

1.5. INITIATES FUTURE TRAINING OBJECTIVE. Initiates development of equipment and facilities.

1.6. DEVELOPS COURSE INSTRUCTION. Develops training course instruction, emergency response training, cadre orientation training, and ensures training resources are available for unit in training.

1.7. MARKETS PROGRAM. Markets the exercise program to wing and group commanders.

1.8. ADVISES ON TRAINING OBJECTIVE. Advises wing, group commander, and senior staff on the unit's desired training objective and exercise results.

1.9. ADVISES/COORDINATES TRAINING. Advises and coordinates training matter with local law enforcement agencies, Army, and counter drug operations.

1.10. DEVELOPS/REVIEWS DIRECTIVE. Develops and reviews directive/checklist for exercise cadre and units in training to ensure complete level of training and safety.

1.11. DEVELOPS AND REVIEWS PLAN:

1.11.1. DEVELOPS IMPLEMENTATION PLAN CONCERNING EMERGENCY RESPONSE MATTERS.

1.11.2. REVIEWS AND COORDINATES OTHER FUNCTIONAL AREA PLAN FOR IMPACT ON EMERGENCY RESPONSE, ACCURACY, AND COMPLETENESS. Takes corrective or approval action.

1.12. REVIEWS REPORT AND/OR STATISTICAL DATA. Reviews and initiates report or statistical data to evaluate exercise staff effectiveness. Identifies exception or trend which requires management action.

1.13. PROGRAMS BUDGET AND RESOURCES. Programs annual operation and maintenance, exercise, and military personnel annual budget and resources to ensure goals and objectives are met.

1.14. PRIORITIZES REQUISITION. Prioritizes equipment and material requisition to meet mission needs.

1.15. SCHEDULES/COORDINATES EXERCISE. Schedules/coordinates unit exercise with other deployments to the Combat Readiness Training Center.

1.16. DEBRIEFS UNIT STAFF. Ensures the timely debriefing of unit staff during exercises for maximum training benefit. Provides major unit debriefing at home station.

1.17. COMPOSES/APPROVES EXERCISE PROGRAM CORRESPONDENCE. Drafts, edits, and approves correspondence for execution of the exercise program.

1.18. CONDUCTS UNIT VISITATION. Conducts unit visitation program for in and out exercise briefings.

2. EXERCISE OPERATIONS:

2.1. OVERSEES EXERCISE. Plans, controls, and executes all aspects of exercise scenario.

2.2. APPROVES SCHEDULE. Approves appointment and training schedule.

2.3. DETERMINES TRAINING PROJECTION. Determines annual training projection and resolves conflict to meet training requirement.

2.4. PLANS EMERGENCY RESPONSE. Develops local and exterior emergency response action.

3. DISASTER PREPAREDNESS:

3.1. PLANS AND ORGANIZES DISASTER PREPAREDNESS ACTIVITIES:

3.1.1. DETERMINES PERSONNEL REQUIREMENT. Determines requirement for disaster preparedness personnel and evaluates qualification and performance of assigned personnel. Assigns disaster preparedness personnel to specific office and field functions.

3.1.2. COORDINATES TRAINING. Coordinates with staff activities and operating section to provide disaster preparedness training for supervisors and staff members.

3.2. DETERMINES PROGRAM EFFECTIVENESS. Analyzes charted or reported information to ascertain overall effectiveness of the disaster preparedness training for supervisors and staff members.

3.3. DEVELOPS POLICY/PROCEDURE:

3.3.1. DEVELOPS POLICY/PROCEDURE FOR PREPARING, PROCURING, AND DISTRIBUTING EDUCATIONAL, PROMOTIONAL, AND INFORMATION MATERIALS.

3.3.2. DEVELOPS POLICY/PROCEDURE FOR AIR BASE OPERABILITY AS IT RELATES TO DISASTER PREPAREDNESS. Reviews and provides guidance for disaster plans, annexes, standard operating procedures, and appendices.

3.3.3. ESTABLISHES METHOD TO BE USED IN ALL TYPES OF DISASTER PREPAREDNESS RESPONSE ACTION.

3.4. INSPECTS DISASTER PREPAREDNESS ACTIVITY. Conducts periodic staff assistance visit of unit down to operating level to ensure disaster preparedness planning is being accomplished.

3.5. MONITORS ACTIVITY. Monitors disaster preparedness activity to ensure standardized procedures are followed and technical equipment is sufficient, available, and operational.

3.6. PLANS BUDGET. Participates in contingency plans and operations budget planning.

3.7. ESTABLISHES PRIORITY. Establishes priorities and maintains follow-up schedules.

3.8. ADVISES COUNTERPART. Advises disaster preparedness officers at all levels of command.

3.9. ENSURES PROPER PROTECTIVE MEASURE AND SAFETY PROCEDURES ARE FOLLOWED.

3.10. DIRECTS REMOVAL OR REDUCTION OF CONTAMINATION FROM PERSONNEL, TERRAIN, BUILDINGS, AIRCRAFT, MISSILES, AND EQUIPMENT.

3.11. COORDINATES STACKING OF PROTECTIVE SHELTER.

4. CIVIL ENGINEERING:

4.1. DIRECTS RAPID RUNWAY REPAIR (RRR) AND PRIME BEEF TRAINING. Directs development, construction, and usage of the RRR Site and the Prime Beef Utility Training Area.

4.2. DIRECTS DRUG INTERDICTION TRAINING AREA.

4.3. DIRECTS AND MANAGES ABILITY TO SURVIVE AND OPERATE PRIME BEEF PROJECT:

4.3.1. PLANS AND BUDGETS FOR EQUIPMENT AND MATERIAL REQUIREMENT.

4.3.2. COORDINATES WITH BASE CIVIL ENGINEERING.

4.3.3. COORDINATES PRIME BEEF TEAM SCHEDULING AND RECRUITING.

4.3.4. ENSURES AVAILABILITY OF BASE SERVICES SUPPORT FOR PRIME BEEF TEAMS.

4.3.5. COORDINATES PROCUREMENT OF SUPPLIES AND EQUIPMENT FOR PRIME BEEF PROJECTS.

5. READINESS SAFEGUARD EXERCISE:

5.1. DEVELOPS MASTER SCENARIO EVENTS LISTING (MSEL). Develops, authors, and publishes MSEL and Events Execution Requirement.

5.2. DEVELOPS INTELLIGENCE SCENARIO. Develops the intelligence scenario in accordance with unit intelligence agencies.

5.3. DIRECTS TAPE PRODUCTION. Directs combat camera personnel in the documentation and production of exercise tapes. Documents and produces exercise tapes when camera personnel are not available.

5.4. PROVIDES EXERCISE VICTIM MOULAGE. Produces and creates exercise victim moulage when skilled personnel are not available. Ensures moulage supplies and materials to support the medical representatives are available.

5.5. COORDINATES AGGRESSOR REQUIREMENTS. Coordinates aggressor requirements with Base Security Police who are the primary aggressors.

5.6. ADVISES UNIT OF PROBLEM. Advises unit in training on problem with Readiness Safeguard exercise such as equipment/supply requests or training needs.

5.7. MAINTAINS PYROTECHNIC. Maintains all munition/pyrotechnic during exercise.

5.8. RESOLVES LOGISTICAL PROBLEM. Resolves logistical problem identified by unit when deemed necessary.

5.9. BRIEFS UNIT PERSONNEL. Briefs unit-in-training personnel during unit in-processing on expectations by the cadre, unexploded ordnance procedures, Real World concerns, and safety.

5.10. COORDINATES EXERCISE PARTICIPATION. Interfaces with Transportation, Air Combat Maneuvering Instrumentation, Tower, Base Operations, Weather, Munitions, Safety, and Medical Agencies to resolve problems and deconflict exercise participation.

5.11. PROVIDES INSTRUCTION OF PYROTECHNIC. Provides instruction on preparation, handling, safeguarding, and providing emergency support of pyrotechnic.

5.12. PROVIDES EXPLOSIVE ORDNANCE DISPOSAL (EOD) SUPPORT FOR READINESS SAFEGUARD EXERCISE. Follows EOD procedures in accordance with regulations to provide units with realistic EOD activities.

5.13. COORDINATES BILLETING. Coordinates on-base billeting for cadre personnel.

5.14. MANAGES EXERCISE CONTROL CENTER.

5.15. ISSUES EXERCISE ITEM. Issues exercise item to cadre such as radios, badges, lightsticks, Master Scenario Events Listings, First Aid kits, and notebooks.

5.16. CREATES ASSET. Creates special asset for support of Readiness Safeguard exercises such as badges, signs, and maps.

5.17. DEVELOPS CERTIFICATE. Develops Certificate of Appreciation for Readiness Safeguard cadre participant.

5.18. MAINTAINS EXERCISE ITEM. Maintains training exercise item such as unexploded ordnance, improvised explosive device, and protester sign.

5.19. INSTRUCTS CLASS. Instructs class on camouflage, concealment, and deception, HHMWV, and M35.

6. LOGISTICS PLANS:

6.1. DEVELOPS LOGISTICS ANNEX. Develops logistic annex for operations plans and orders, programming plans, general support, contingency, and exercise plans.

6.2. MONITORS LIMITING FACTOR. Monitors and resolves logistics limiting factor.

6.3. CONDUCTS SURVEY. Conducts installation survey to determine support capability.

6.4. RESEARCHES RESOURCE. Researches, justifies, and requisitions Table of Allowance resource.

7. WAR RESERVE MATERIAL (WRM):

7.1. DEVELOPS WRM PROGRAM GUIDANCE. Develops guidance for administration, surveillance, and management of the WRM program.

7.2. ANALYZES WRM REPORT. Analyzes WRM report to validate constraints and develop planning factors.

7.2.1. VALIDATES AND MONITORS WRM DEFICIENCY.

7.2.2. PARTICIPATES IN WRM REVIEW BOARD AND ASSISTS IN WRM REQUIREMENTS DETERMINATION PROCESS.

8. RESOURCE ADVISOR:

8.1. MANAGES OFFICE EXPENDITURE TO ENSURE EFFECTIVE AND EFFICIENT FUNDS CONTROL.

8.2. ADVISES, COORDINATES, AND RESOLVES PROBLEM RELATING TO OFFICE PROCUREMENT.

9. ADMINISTRATION:

9.1. MANAGES ADMINISTRATION COMMUNICATION:

9.1.1. PREPARES QUALITY CONTROL ON OUTGOING CORRESPONDENCE. Checks correspondence for proper format, grammar, typographical errors, and conformance with general policy and procedural instructions. Performs task as narrative message releaser and FAX monitor and releaser.

9.1.2. PROCESSES INCOMING MESSAGE. Receives and reviews for action required.

9.2. PERFORMS RECORDS MANAGEMENT:

9.2.1. ESTABLISHES FILE. Prepares and maintains a file plan, folder, guide card, and label in accordance with (IAW) AFMAN 37-123, *Management Records*, and AFM 4-148, *Records Information Management System (RIMS)*.

9.2.2. FILES RECORD. Files record when action is complete, marks file designation, and retrieves from the file on request IAW AFMAN 37-123.

9.2.3. MAINTAINS SUSPENSE FILE. Maintains suspense file from established suspense date through annotation of completed action IAW AFI 37-126, *Preparing Written Communications*. Establishes suspense date for interoffice activities as prescribed by regulation and/or office policy.

9.2.4. DISPOSES OF RECORD. Disposes of record IAW AFI 37-138, *Records Disposition - Procedures and Responsibilities*, and AFMAN 37-139, *Disposition of Air Force Records - Records Disposition Schedule*, (formerly AFR 4-20V2).

9.3. MAINTAINS MASTER LIBRARY:

9.3.1. MAINTAINS PUBLICATION FILE. Maintains publication file IAW AFI 37-160V7, *Publications Libraries and Sets*.

9.3.2. POSTS AND FILES PUBLICATION. Posts and files new or revised publication and change.

9.3.3. MAINTAINS PUBLICATION INDEX. Posts new index, new publication, or change to index. Disposes of obsolete publications.

9.3.4. INVENTORIES PUBLICATION LIBRARY AND INDIVIDUAL PUBLICATION SET. Inspects Publication Library and Individual Publication Set IAW AFI 37-160V7.

9.3.5. SPOT CHECKS PUBLICATION LIBRARY AND INDIVIDUAL PUBLICATION SET. Spot checks Publication Library and Individual Set IAW AFI 37-160V7.

9.3.6. MANAGES XP LIBRARY. Manages XP Audio Visual Library.

9.4. MANAGES DISASTER CONTROL CENTER FOR REAL WORLD EMERGENCY:

9.4.1. MAINTAINS CONTROL CENTER CONTINUITY BOOK.

9.4.2. MAINTAINS DISASTER RESPONSE BRIEFCASE.

9.4.3. PUBLISHES INVENTORY LISTING AND CONDUCTS QUARTERLY REVIEW.

9.5. MANAGES MOBILE PHONE. Manages mobile cellular phone for the base.

9.6. MANAGES ADMINISTRATIVE ORDERS/AUTOMATED ORDERS SYSTEM. Supervises preparation of various types of orders. Assures proper preparation, series, and authentication. Monitors changes to orders and maintenance of record sets of orders for length of time deemed necessary by AFMAN 37-139, formerly AFR 4-20V2.

9.7. MANAGES ABO FACILITY. Performs walk-through, inventory, in-/out-processing, cleanup, utility usage, and key control of ABO buildings.

9.8. OBTAINS EXPENDABLE SUPPLY. Requisitions, picks up, and distributes expendable supply, decoration, service medal, or related device.

9.9. OPERATES OFFICE EQUIPMENT. Operates office equipment to meet the task requirements in the ABO section.

9.10. MAINTAINS WALL CHART OR BULLETIN BOARD. Sorts, arranges, removes existing data, and posts new data to wall chart or bulletin board.

9.11. RECEIVES OFFICIAL VISITOR OR CUSTOMER. Receives official visitor or customer, answers inquiry, and assists as required to facilitate the accomplishment of their requirement.

9.12. DISPOSES OF "FOR OFFICIAL USE ONLY" MATERIAL.

9.13. MAINTAINS EQUIPMENT ACCOUNT:

9.13.1. DETERMINES NEED AND AUTHORIZATION FOR EQUIPMENT. Determines need for equipment on the basis of program, directive, or work load, and checks the status of equipment against authorization on the document to decide action required.

9.13.2. RESEARCHES STOCK NUMBER AND NOMENCLATURE. Researches supply catalog, stock list, and manufacturer's literature to determine correct stock number, nomenclature, source of supply, and other data required to initiate a change request.

9.13.3. PREPARES JUSTIFICATION AND CHANGE REQUEST. Prepares justification and submits request for change in authorization.

9.13.4. TAKES FOLLOW-UP ACTION. Establishes suspense for follow-up or change request and takes follow-up action at appropriate interval.

9.13.5. RECEIVES AND TURNS IN EQUIPMENT. Receives, signs for, turns in equipment, annotates appropriate document, inspects to verify condition, issues stock number, and ensures serial number coincides.

9.13.6. MAINTAINS CUSTODIAN DOCUMENT. Maintains equipment listing and changes list or turn-in slip necessary for efficient control of the equipment account.

9.13.7. MANAGES XP AUDIO VISUAL/OFFICE SUPPORT EQUIPMENT.

9.14. MANAGES CLASSIFIED MATERIAL:

9.14.1. RECEIPTS FOR AND CONTROLS CLASSIFIED MATERIAL. Prepares AF Form 310; routes, files, and removes classified material for referral.

9.14.2. INVENTORIES CLASSIFIED MATERIAL. Screens file, reviews retention criteria, and removes obsolete or unnecessary material.

9.14.3. SAFEGUARDS CLASSIFIED MATERIAL. Performs safe check, security check, and selects/changes safe combination.

9.14.4. DESTROYS CLASSIFIED MATERIAL. Destroys classified material and annotates AF Form 310 indicating destruction material.

9.15. MANAGES REPROGRAPHICS:

9.15.1. OVERSEES PROCESSING OF REPROGRAPHIC PRODUCT. Approves/disapproves DD Form 844, Requisition for Local Duplicating Service; requests and assists ABO and visiting unit personnel as required.

9.15.2. PUBLISHES AND DISTRIBUTES PRODUCT. Collates, staples, and folds reprographic product. Copies/designs layout and overlay for quality product using copier and graphic computer program. Creates training regulation/guideline for use of visiting unit and other program.

9.15.3. SCHEDULES AND PROVIDES REPROGRAPHICS SUPPORT FOR DEPLOYED UNITS.

9.15.4. PERFORMS OPERATOR MAINTENANCE REQUIRED ON EQUIPMENT. Coordinates with contracting office on maintenance contracts for equipment and maintains service records.

10. INVENTORY MANAGEMENT:

10.1. MANAGES EQUIPMENT/SUPPLY. Manages Contingency Plans and Operations Warehouse, War Training, and Emergency Response equipment and supply.

10.2. PREPARES BUDGET. Prepares budget and financial plan data for assigned functions.

10.3. PROVIDES GUIDANCE. Provides guidance and information to customers. Keeps abreast of reports, procedures, policies, plans, and local directives.

10.4. MONITORS STOCK CONTROL LEVEL. Prepares and submits requisitions to ensure sufficient supplies and materials are on hand to support day-to-day as well as exercise requirements.

10.5. RESEARCHES SUPPLY DOCUMENT. Researches supply catalog, stock listing, Federal Logistics and manufacturer's literature to determine correct stock number, source of supply, nomenclature, and other data required to initiate requisitions.

10.6. OVERSEES INVENTORY SCHEDULING. Oversees the scheduling of complete, sample, and special inventory of equipment and supplies.

10.7. CORRECTS DISCREPANCY. Takes action to alleviate and correct inventory discrepancy.

10.8. SUPERVISES REPAIR CYCLE/SALES ACTIVITY. Supervises the repair cycle, reparable processing, bench stock, and retail sales activity.

10.9. MANAGES RESOURCES. Examines resources at the Defense Reutilization Management Office at Fort McCoy for the acquisition of reusable material to facilitate cost savings.

10.10. MANAGES EMERGENCY RESPONSE PACK/KIT. Conducts quarterly inspection (shelf-life items) and contents update.

10.11. SUPERVISES ISSUE/TURN-IN OF EQUIPMENT. Supervises the issue/turn-in of equipment and supplies to visiting units and cadre teams.

10.12. INSPECTS ACTIVITY. Inspects activity for compliance with policies, procedures, directives, and accuracy.

10.13. REPORTS INEFFICIENCY. Reports inefficiency to supervisor and recommends corrective action to improve operation.

10.14. EVALUATES SUPPLY EFFICIENCY. Evaluates supply efficiency based on methods, inspections, surveys, and operational data.

10.15. EVALUATES EQUIPMENT MANAGEMENT ACTIVITY. Evaluates equipment management activity determining adequate allowances, proper equipment use, records maintenance, and compliance with directives.

10.16. DEVISES METHOD. Devises improved method of processing inventory management data, supply records and documents, and making entries or coding on accountable records.

10.17. MAINTAINS MAP/CHART. Maintains map/chart to support Emergency Response and Exercise (both Readiness Safeguard and other exercise).

INDIRECT:

I1. SUPERVISION:

I1.3. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and necessary action and marks for routing.

I1.4. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs.

I1.8. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor, assists visitor in accomplishing task, escorts visitor throughout work center, and returns to work area.

I2. ADMINISTRATION:

I2.3.1. ESTABLISHES NEW FILE. Researches new regulation, amends file plan, prepares file control label, and prepares new file folder.

I2.9. OPERATES COPYING MACHINE. Makes copy, annotates log, and collates copy.

I2.13. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

I2.14. MAINTAINS OFFICE EQUIPMENT. Cleans equipment, dusts equipment, changes ribbon, belt, or tape, and makes minor adjustment.

I2.15. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

I.3. MEETING:

I3.1.2. PREPARES FOR UNIT MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.5. PREPARES FOR WORK CENTER MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I5. SUPPLY:

I5.4. OBTAINS EXPENDABLE SUPPLIES. Determines need, researches stock number, picks up expendable supplies from supply custodian, and distributes supplies.

